

**CITY OF LAS VEGAS
HUMAN RESOURCE
IMPROVEMENT PLAN
DIRECTOR – Casandra Fresquez
April 2013**

**Monthly Report
Human Resource Department
April 2013**

On-Going Items:

- Education Plan
- Safety Matrix
- 2012 PERA Audit
- Insurance Audit
- Admin Regulations
 - Drug policy
 - Natural Gas Drug Policy
 - Cell Phone Stipend
- Organizational Chart
 - Visitor Center

Positions/Vacancies:

Laborers (3) for the gas Division

Administrative Assistant II for the HR Department

Animal Caregiver

General Accountant

Meetings Scheduled:

- Weekly Safety Meeting: Allergies and Fatigue April 2, 2013
- Monthly Safety Training: Job Safety Hazard Analysis April 4, 2013
- Weekly Safety Meeting: Spider bites April 9, 2013
- Weekly Safety Meeting: April 16, 2013
- Weekly Safety Meeting: April 23, 2013
- Weekly Safety Meeting: April 23, 2013
- Weekly Safety Meeting: April 30, 2013

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GOAL	IMPROVEMENT PLAN	FINANCIAL RESOURCES	RESPONSIBLE PARTY	START DATE	END DATE
Develop an aggressive financial implementation plan that maximizes leveraging opportunities:	<ul style="list-style-type: none"> Educate and train City employees on safety hazards to decrease workman's compensation claims and the modifier. 	Safety training	Human Resource Division	June 2012	End of the fiscal year

Progress

HR would like to schedule a time with each department to go over the procedures to file a worker's comp and explain how it affects our insurance. HR is currently short staffed at this time. Once the department is fully staffed, a schedule will be created to meet with each department. It is highly recommended that each department attend the class given by safety counseling when offered.

Modernize and improve city facilities, enterprises, and services. Specific areas targeted for improvement:	<ul style="list-style-type: none"> Implement electronic signatures to provide documents faster to providers. Complete physical review of all City facilities to ensure ADA compliant. 	Budget	HR Staff	July 2012	
		Time	Personnel Officer	July 2012	

Progress

The ADA compliance Book has been printed up and is currently being reviewed. Once reviewed, there will be a complete physical review of all City facilities to ensure that they are ADA compliant.

Create strong partnerships within our community.	Continue working with local agencies to provide: <ul style="list-style-type: none"> Courts (Community Service) Summer Employment Program (NMHU, LCC, San Miguel County, Las Vegas City Schools, West Las Vegas Schools Local Insurance Agents Cafeteria Plan Provider Risk Management (Health Benefits) NMSIF (Insurance, Workmen's compensation) 	Time	Human Resource Division	April 2012	On-Going
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Progress

FY 2014, all Medical plans have increased by approximately 8.7%. There were no increase changes to the Dental, Vision, or Life and Disability products however, Disability will now be paid in full by the employee.

There will be two Spring Open/Switch Enrollment meetings held at the NMHU Kennedy Lounge on April 25, 2013. The first one is from 8:30 to 10:30 and the second one is from 1:30 to 3:30. Employees will be notified of meeting by an insert in the April 12, 2012 payroll checks. An e-mail will also be sent out on that day as well. All employees are urged to attend.

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The HR department is currently working on the Probability, Liability and Workers Comp renewal packet through Self Insurers Fund. This packet must be completed by May 1, 2013.

Develop an eco-friendly community.	<ul style="list-style-type: none">• Paperless insurance forms• Recycle• Provide double-sided documents for Administrative Regulations, Ordinances, or Policies.	Budget Time	Human Resource Division	July 2012	On-Going
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